

## **1520.01 Departmental Responsibilities during Primary Negotiations**

Issued January 1, 1994

SUBJECT: Departmental Responsibilities during Primary Negotiations.

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To provide a mechanism for departments to participate in primary negotiations.

CONTACT AGENCY: Department of Management and Budget (DMB) - Office of the State Employer (OSE).

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SUMMARY: This section specifies the procedure to follow in order to place a representative on the primary negotiation team, and indicates what responsibilities the representative will have.

APPLICABLE FORMS: None.

### **PROCEDURES:**

#### **OSE:**

- Sends a memo to all departments which have employees in the unit at issue and requests that the department nominate an employee for primary team membership. This memo will be sent to allow time for response and creation of a team prior to negotiations.

#### **Department Director (or designee):**

- In response to the OSE memo mentioned above, determines if the department has an interest in sending a representative to primary negotiations on any agreement open for negotiations. If so, indicates the negotiation(s) in which the department would like to participate. The name of the staff person to be nominated must be supplied. It is important that the individual be able to attend all sessions, and be able to make binding decisions on behalf of the department. Negotiations may entail long hours and weekend work. Sends response to OSE.

#### **OSE:**

- Determines if proposed department representation on negotiation team is appropriate, and if individual proposed is acceptable. The criteria for this decision include: Issues expected to be raised in negotiations, and department involvement in those issues; anticipated size of negotiation team; number of bargaining unit members in department; and experience of proposed team member.
  - OSE responds to department in 1 of 3 ways:
    - Approves department membership on bargaining team, as well as the individual proposed.
    - Approves department membership on bargaining team, but a different team member is requested.
    - Denies department membership on bargaining team.

#### **Department Director (or designee):**

- May request reconsideration if membership or specific team member is not approved by OSE. Contacts OSE and provides reasons for reconsideration.

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